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Report For Week Ending 15 September 1958
From
Records Center

During the week the following accessions were made:

OCR	32 cu. ft.
OSI	4 " "
OCI	5 " "
ORR	2 " "
GENERAL COUNSEL	2 " "
MPD	2 " "
DD/S	2 " "
DD/P	275 " "
Sub-Total:	324 cu. ft.
Finished Intelligence	75 " "
Total :	399 cu. ft.

Map Negatives	1,263 cu. ft.
Records Holdings	26,382 " "
Distribution Material Holdings	11,204 " "
Total :	38,849 cu. ft.

Distribution Material Disposed of at Center	17 cu. ft.
Distribution Material Transferred from Center	2 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	0 " "
Total :	19 cu. ft.

Accessioning and Disposal

Accessioning activity has been normal.

There is now an accumulation of 776 cubic feet of material in the disposal area; this is 167 cubic feet more than last week.

Reference

A complete set of regulations, notices, and handbooks were pulled and forwarded to the new organizational unit (Photographic Intelligence Center). This required the pulling and forwarding of 594 items. Three hundred ninety-five copies of NIS were sent to [REDACTED] 25X1A6a

25X1C8a

News

A work measurement study was begun in the Records Center effective 15 September.

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[REDACTED]
Chief, Records Center

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